

# Deferred Compensation Plan (DCP) Contribution Add or Change

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## PURPOSE

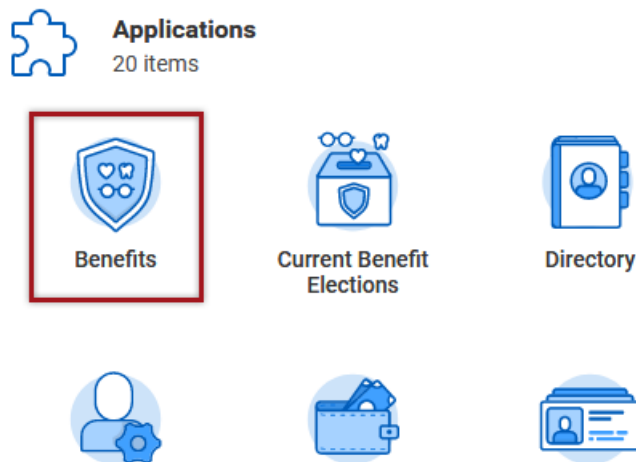
This is for employees to initiate a Benefit Event to add or edit a Deferred Compensation Plan (DCP) contribution.

## LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center can be accessed from this page, <http://link.nebraska.gov/>.
  - a. **If you have an @nebraska.gov email**, on the Sign On page, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
  - b. **If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
2. Click Sign In (or press Enter).

## ADD A NEW DEFERRED COMP PLAN (DCP) OR MODIFY AN EXISTING DCP AMOUNT

1. On your Home Page, click the Benefits icon.



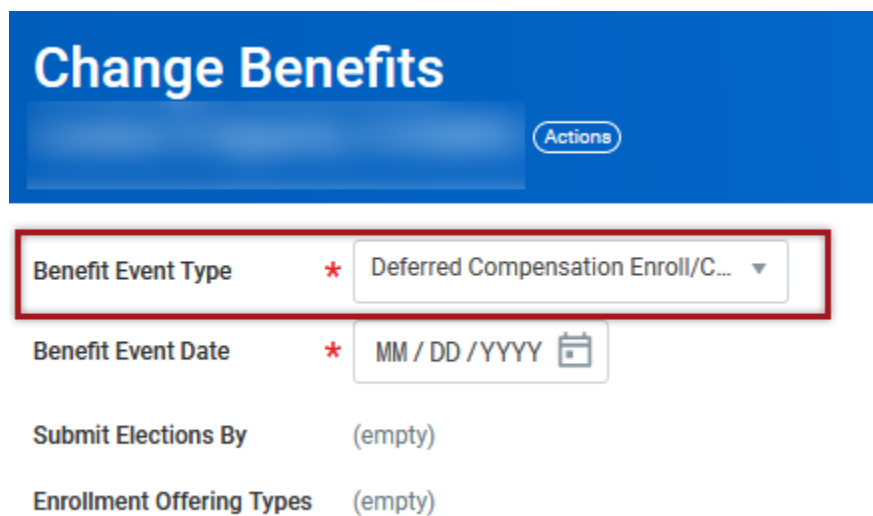
## Deferred Compensation Plan (DCP) Contribution Add or Change

- On the left side of the screen, in the Change column, click Benefits.



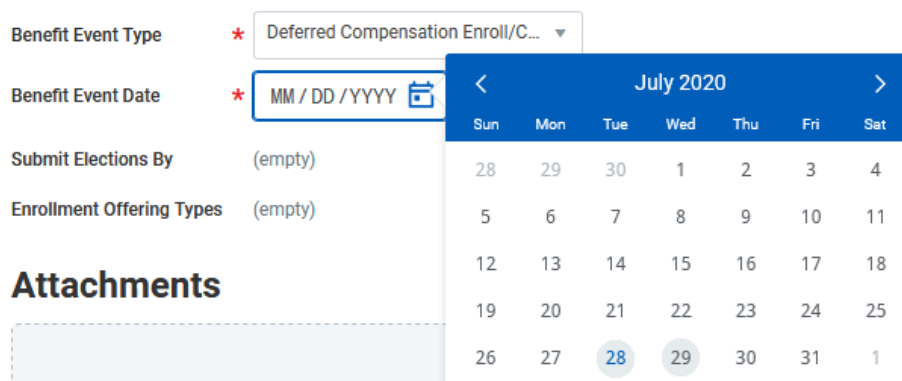
The screenshot shows a 'Change' column with three buttons: 'Benefits', 'Beneficiaries', and 'Dependents'. A red arrow points to the 'Benefits' button. To the right, under 'External Links', is a button for 'My 1095 Forms'.

- In the Benefit Event Type dropdown, scroll to and select “Deferred Compensation Enroll/Change.”



The screenshot shows the 'Change Benefits' form. The 'Benefit Event Type' dropdown is highlighted with a red box and contains the text 'Deferred Compensation Enroll/C...'. Below it, the 'Benefit Event Date' field is empty, and the 'Submit Elections By' and 'Enrollment Offering Types' fields are also empty.

- In the Benefit Event Date, click the calendar and select your desired effective date. *This event is not eligible to be backdated and you will not be able complete it if a date prior to the current date is selected.* Moreover, it will actually take effect the first of the month following your chosen Event Date.



The screenshot shows the 'Change Benefits' form with the calendar for July 2020 open. The calendar shows the dates from Sunday to Saturday. The date 28 is highlighted in blue, indicating it is the selected date.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

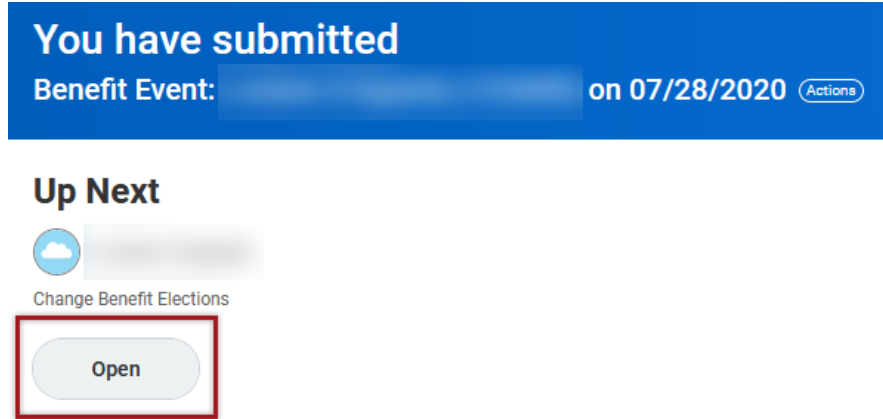
- At the bottom of the page, click Submit.

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### ADD OR CHANGE DOLLAR AMOUNT

Once you initiate the Deferred Compensation Enroll/Change life event, you need complete the event by entering your desired dollar amount for payroll deduction.

1. On the “You have submitted” screen, click Open under Change Benefit Elections.



2. The next screen shows your current DCP contribution, if applicable, OR a table where you will Elect the DCP and then enter your desired amount. Please read the instructions at the top of the page carefully before proceeding.
  - a. There are also links on this page for the following important Links/Forms:
    - i. [Beneficiary Designation Form](#)
    - ii. [Ameritas Online Access](#)
    - iii. [DCP Plan Info Page/Plan Handbook](#)
3. Towards the bottom, under Retirement Savings Elections, do one of the following:
  - a. If applicable, change the existing dollar amount OR
  - b. Click Elect, and add a new dollar amount.
4. The dollar amount you enter will be based on your pay period structure, i.e., the Amount will show either (Monthly) or (Semi-monthly), depending on how often you are paid.

Retirement Savings Elections 1 item

Benefit Plan	*Elect / Waive	Employee Contribution	Allowed Employee Contribution	Plan Description	Provider Website
Deferred Compensation - Nebraska Public Employees Retirement Systems DCP Deferred Compensation =>50	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Amount (Semi-monthly) 0.00	Amount Minimum (Semi-monthly) \$12.50  Amount Maximum (Semi-monthly) \$13,000.00	NPERS	NPERS

5. Click Continue.
6. The next screen shows then your DCP addition / change, including the dollar amount you entered. There are instructions on the page for the Electronic Signature. Please read these instructions carefully.
7. Towards the bottom of the page, click the checkbox next to I Agree, and then click Submit.

I Agree ☒

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8. On the next screen, click the Print button to document the change you just made (this will create a PDF document that you can then send to a printer and/or save to your local computer, or both).
9. Click Done.

### **CONTACT INFORMATION**

If you have questions about your Deferred Compensation Plan contribution, or about the State's Deferred Comp Plan, please contact the Nebraska Public Employees Retirement System at 402-471-2053

If you have questions about the Benefit Event in Workday, please contact your agency HR Partner.